

# TGEI Steering Committee Meeting Minutes

## October 17, 2008

### **Members Present**

George Zukotynski, Chair  
Lamont Price  
Kathy Anderson  
Jesse Neely  
Nat Johnson, Vice Chair

### **Members Absent**

Donna Bridges  
Tracy Carter  
Leslie Sperrazza  
Jack Elder  
Ernie Ricketts, DoHR  
Trish Pulley, DoHR Liaison

### **Members Present Via Conference Line**

Pam Busby  
Kandi Thomas  
Emily Wilson  
Karen Hale, Past Chair

### **Call to Order**

Chair George Zukotynski called the October 17, 2008 Steering Committee meeting to order at 11:30 a.m.

### **Review of August Meeting Minutes**

George asked if everyone had received the Draft September minutes and if there were any changes needed. George requested minor changes and the minutes were approved. George asked Kandi to finalize the minutes and send them to Sharon and Trish at DoHR for posting.

### **Officers and Committee Reports**

Secretary:	Kandi Thomas – No report
Treasurer:	Kathy Anderson – Kathy has sent the memorial gift to the endowment fund on behalf of Merlin Littlefield.
Newsletter:	Nat Johnson – No newsletter yet. See details in business.
Web page:	George provided an update from our last meeting. Karen and Pam spent time with DoHR selecting pictures. We are still hoping for the web-site project to be completed by December 31, 2008. Further discussion follows in New Business.

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- TGMI/TGEI Fall Conference: George asked for an update from committee members who have been involved in planning the Fall conference. Karen provided an update. See New Business for additional discussion.
- Golf Tournament: Jesse reported on his action items to purchase next year's tournament prizes and preparing a survey for future events as recommended by Ron Maupin. See New Business for additional discussion.
- Holiday Breakfast: Nat and Emily reported that planning is underway. A decoration committee has been established and Nat would ensure DoHR advertises the Date change for the event. The date is set for December 16, 2008, at Ellington Agricultural Center. Kandi Thomas / Leslie Sperrazza / Donna Bridges / Tracy Carter / will assist.
- Community Service Project: Lamont Price – Chair. Lamont reported the status of the fall service projects. See New Business.
- 25<sup>th</sup> Anniversary Celebration: No report.

### **New Business**

#### **Golf Tournament**

Jesse reported that he had purchased next year's tournament prizes and spent \$170 of the \$200 budget the committee approved at the last meeting. These items included golf shirts and gloves. Jesse will maintain possession of these items until next year and shared the location of the items, which are under lock and key in his office. Kathy will also record in the Treasurer's records the details of the items purchased as a record for the next Treasurer. Jesse provided pictures to Nat of this year's event. We briefly discussed whether the timing of the event for next year needed to be reconsidered. All agrees the early Fall is a nice time for the event. Jesse will also contact Ron Maupin for clarification about developing a survey which can be utilized by future steering committees when planning events such as this.

#### **Fall Conference**

DoHR has selected the conference date of October 23, 2008. George asked for an update on the Fall Conference planning. Karen has attended several planning meetings and

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things are coming together. Karen said that they still need volunteers to serve as facilitator at the conference and that even though the conference is set for next week, the conference planners can get new volunteers up to speed quickly. Karen said there will be a work session on Monday, October 20 to assemble registration packets and asked for all who could help to report to the James K. Polk building 1<sup>st</sup> Floor Training room. Conference set-up will be scheduled for October 22 and strong backs are needed. Karen reported that at last count 188 alumni had registered. She also reported that the afternoon speaker would provide all registrants with a personality assessment.

### Nomination of New Members for the Steering Committee

George reported that the request for nominations had gone out and that he had received a few nominations at this time. George and Nat both discussed the importance of talking with nominees to ensure they understand the roles, responsibilities, and foremost the commitment expectations for the offices that they have been nominated for. George plans to talk to all nominees about these expectations before preparing the ballots. We want to be sure to emphasize that the steering committee needs members who can fully participate in monthly meetings and in planning committees. George discussed the use of the conference line this year and that he has been comfortable with members calling in when they cannot physically attend. Jesse asked if current members could also pursue other offices on the committee. George explained that the by-laws did not elaborate on this in detail, but that this is acceptable. George asked if any current member was interested in the Vice Chair position. We briefly discussed how we replace members when vacancies occur. George expressed how important talent and motivation is for the steering committee.

### Web Page

George is still hopeful that we can complete the project by December 31, 2008. Karen reported that she and Pam met with DoHR and selected pictures for the web-page. There were no pictures available for recent classes because those pictures were maintained in electronic albums that we did not yet have access to. Karen and Pam have requested these pictures, but recognize that jpeg files will have to be made so that pictures can be added to the web-page. George and Trish have talked about the objectives of the upcoming meeting on October 31. George's objectives include: determining what the current status of the project is, where do we want to go with the project, and when can we expect to get there. Two main points we hope to achieve is implementing the Governor's requirements for the web-page and including the mechanism to provide DoHR with the number of hits to the web-site. We discussed the probability that the next steering committee will have goals to accomplish to have a fully functioning and up-to-date web-page. Pam will also attend the meeting with George.

### Newsletter

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Nat reported that he has provided DoHR with the draft newsletter and is waiting to hear from them. George also discussed briefly that the by-laws did not need to include the specificity of how many newsletters needed to be submitted to alumni each year.

### Holiday Breakfast

Nat and Emily have begun planning for the Holiday Breakfast. There has been a date change and the event is set for December 16, 2008. Nat and Emily have established a decorating committee who will decorate on December 15. Nat has arranged the entertainment and will begin to formulate an agenda for the event. Gene Naifeh will be cooking for the event. Nat will communicate the DoHR to ensure that they communicate with all alumni the Change in Date. Nat will keep George informed should George need to do anything in planning.

### Community Service Projects

Lamont gave us an update on the community service events. Lamont reported on the number of volunteers for two projects: 13 people had signed up for the Harpeth River Clean-up opportunity with TDEC on October 25, and 12 people had signed up for the Ghouls at Grassmere Event on October 16. We discussed the donations for the Ronald McDonald House and that it was too late to consider that for this year since it did not work out in conjunction with the Fall Conference. Lamont indicated that the House always needs donations and that we can plan this project for the next year. We will continue the tradition of collecting for St. Jude's at the Holiday Breakfast. George thanked Lamont for his hard work all year.

### Spring Social/25<sup>th</sup> Anniversary Celebration

No further discussion.

### Other Business

None discussed.

### Next Meeting

The meeting was adjourned at 12:30 p.m.

The next meeting is set for November 14, 2008, at 11:30 a.m. in the Andrew Jackson Building, 15<sup>th</sup> Floor. The conference line will be available for our next meeting. The conference line telephone numbers are 741-1193 (local) and 1-877-214-0097 (long distance).



Tennessee Department of Human Resources, Employee Learning & Development, Printing Authorization Number 319503, 15 copies. This Public Document was promulgated at a cost of \$3.19 per copy, April, 2008.